



Memorandum of Understanding Template

A memorandum of understanding or MOU is a document created between two or more parties explaining how they will work together to achieve a common goal. While MOU's vary in complexity and use, the purpose is to help organizations work together and understand one another's perspectives.

The outline highlights the key components of an MOU.

Section 1 – Introduction

- This section describes the need, the organizations involved, and why these organizations need to work together. Questions to consider in this section include:
 1. Why is the MOU being created?
 2. What agencies are participating?
 3. Why is this MOU necessary?

Section 2 – The Purpose

- This portion should briefly explain the goals of the MOU and how and when it will be utilized. Questions to consider in this section include:
 1. What are the various goals of the MOU (be specific)?
 2. How will these goals be carried out (be specific)?
 3. When will these goals be carried out (be specific)?

Section 3 – Roles and Responsibilities

- To better collaborate, both sides must understand what each other needs to succeed. Understanding expectations from the beginning will lead to a more aligned and successful experience. Questions to consider in this section include:
 1. Which duties will each organization take the lead on and which duties will be carried out collaboratively?
 2. Which resources that need to be shared does only one party possess?
 3. What do both organizations' staff need (resources, training, etc.) to effectively carry out the MOU objectives?

Section 4 – Oversight and Terms of Agreement

- The MOU should be considered a working document – this section in particular. Questions to consider in this section include:
 1. How will both sides measure success?
 2. When will both sides amend the MOU if circumstances change?
 3. How will initiatives at the local, state, and federal level be incorporated into the MOU?



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Memoranda of Understanding Template Between

the _____
and the _____

I. Introduction

This MOU is necessary and has been created to address:

- Item 1: Description
- Item 2: Description
- Item 3: Description

II. Purpose

The goals of this MOU include:

- Goal 1: Description
- Goal 2: Description
- Goal 3: Description

Goal 1 will be carried out by (how and when) _____

Goal 2 will be carried out by (how and when) _____

Goal 3 will be carried out by (how and when) _____



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III. Roles and Responsibilities

Individual roles and responsibilities include:

Organization 1:

- Role and responsibility 1
- Role and responsibility 2
- Role and responsibility 3

Organization 2:

- Role and responsibility 1
- Role and responsibility 2
- Role and responsibility 3

Shared roles and responsibilities include:

- Role and responsibility 1
- Role and responsibility 2
- Role and responsibility 3



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IV. Oversight and Terms of Agreement

The MOU goals will have been successfully carried out when:

- Goal 1 indicator(s) of success
- Goal 2 indicator(s) of success
- Goal 3 indicator(s) of success

The MOU will be amended by:

- First check-in date
- Second check-in date

The MOU will be amended when:

- Stipulation one
- Stipulation two

Agreed:

Organization 1 Representative

Date

Organization 2 Representative

Date